



Cigarette Tax Decals Order Form

Business Name	License No.	Date
Principal or Agent Name		Phone
Address		Fax
City	State	Zip

Instruction for form preparation

1. Prepare in duplicate. Submit a copy to Montana Department of Revenue, Customer Intake Process, P.O. Box 1712, Helena, MT 59604-1712, with payment. Retain duplicate in company file for field audit purposes.
2. For credit purchases only, this order form can be fax to (406) 444-0750
3. The Department will ship all paid tax decal orders via UPS ground, unless another method is requested and provided with a shipping account number.

Section 1 – Payment Method (Check One)

- ☐ Credit Purchase: Credit purchases are allowed only if there is a cigarette tax bond filed with the Montana Department of Revenue as required by Section 16-11-117, MCA
Bond expiration date _____
- ☐ Cash Purchase: Remittance made payable to the Montana Department of Revenue, and attached to order form

Section 2 – Shipping Method (Check One)

- ☐ UPS – Ground ☐ UPS – Next Day Air
- ☐ Federal Express – Priority Overnight
- ☐ Federal Express – Standard
- ☐ Airborne Express

Account Number

Section 3 – Decals Order

Decals monthly discount schedule:

- 1.66% for the 1st 25,800 decals
- 1.11% for the next 25,800 decals
- 0.83% for purchases in excess of 51,600 decals
- 0.83% for all sheets

	Roll of decals – 30,000 per roll	Hand applied sheet of decals – 150 per sheet	
	Roll	20 pk sheet	25 pk sheet
1. Type of decals			
2. Number of rolls or sheets			
3. Total decals			
4. Value of each decal	\$0.70	\$0.70	\$0.875
5. Total tax (multiply line 3 and line 4)	\$	\$	\$
6. Total tax (total line 5)			\$
7. 1.66% Discount	\$		
8. 1.11% Discount	\$		
9. 0.83% Discount	\$	\$	\$
10. Total line 7,8, and 9	\$	\$	\$
11. Total discount (total line 10)			\$
12. Total tax due (subtract line 11 from line 6)			\$
Type of decals	Roll	20 pk sheet	25 pk sheet
Decal number start			
Number of missing rolls and sheets			
Decal number end			